



Grantee Training Manual

Performance Progress Reports

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Document Conventions

Overview Welcome to the Grants Online Training Manual. This manual is set up to provide you with step-by-step information to accomplish tasks within Grants Online. The manual is logically sequenced based on the National Oceanic and Atmospheric Administration's (NOAA) Grants lifecycle process and is written to address your role as a grantee within Grants Online.

Using this Guide The following conventions were used in creating this manual. The manual uses block label text in order to scan for the information desired.

Text Conventions	Text; Example	What it means.
	Text in Bold; Click Done	Indicates a command.
	Text in Italics; <i>CD450 Details</i> screen appears.	Indicates a screen.
	Text in Bold Italics; <i>Name</i>	Indicates data to be entered into a field.
	Text in All Caps; LOGIN	Indicates a field name.

Notes and Warnings Notes and Warnings are used to indicate information or advisories when using Grants Online.



Note: A note is used to inform you about additional information during the procedure or process.



Warning! Business process may not work as desired or a procedure may produce an undesirable effect.

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Grants Online Overview

Overview

The National Oceanic and Atmospheric Administration (NOAA) offers a variety of competitive and non-competitive grants and awards to various communities including States, Universities, and non-profit organizations. Prior to the advent of Grants Online, the processing of grants was a paper-based task involving time-consuming human interactions and program policies. The process of awarding grants to the most qualified applicant for a competitive Award, and to qualified designated applicants of non-competitive Awards, was also largely paper-driven.

As part of its strategy to move scientifically and operationally into the 21st century, Grants Online was developed. Grants Online is an E-Government initiative to create an automated tool that will support the grants management lifecycle activities. Grants Online significantly streamlines and unifies grants processing throughout all of NOAA, allowing the agency to increase efficiencies related to mission goals.

Grants Online is developed to answer several issues that occur during the award processing including:

- Reduce or eliminate paper forms for application.
- Provide an interface with Grants.gov to ensure applicants can apply for grants electronically.
- Reduce the processing time by incorporating workflows between Federal Program Officers (FPO), Grants Management Division (GMD), Financial Assistance Legal Division (FALD), and Grantees.
- Serve the NOAA community in its efforts to meet its mission goals more effectively.

Grants Online allows Grantees to:

- Accept Awards electronically.
- Manage user roles for individuals within their organization.
- Submit post-Award Action Requests, Performance Progress Reports, and Federal Financial Reports.

Grants Online Software Description

About Grants Online

Grants Online operates in a web environment, and can be accessed anywhere at anytime provided that you have Internet access. You will be required to use an Internet browser to log in and use Grants Online. Internet Explorer is the preferred browser for PC users; FireFox is the preferred browser for MAC users. No software is required for installation. Logins and passwords are required and will be relayed to you once you are established within the system



Note: You must have an Internet connection in order to access Grants Online.



Warning: Please do not use the browser "Back" button in Grants Online. Using the browser "Back" button will log you out of Grants Online.

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Getting Started

Overview When you are using any Windows-based software, navigation and ease of use are key components. Grants Online incorporates an intuitive Graphic User Interface (GUI) that assists end users in navigating and using the system appropriately. In Grants Online, all actions within the system can be made through mouse and keyboard. In this module, you will be shown the basics of Grants Online, including the look and feel of the system, navigation, and user customizations.

Module Objectives In this module you will accomplish the following objectives:

- Learn about how to obtain your Grants Online password
- Learn how to log into Grants Online

Overview Grants Online is accessible through your web browser, specifically Internet Explorer.

Accessing Grants Online

1. Click on the Internet Explorer Icon on your desktop to open the Internet Explorer browser.
2. Enter the following URL information in your address bar of your browser:
<http://www.grantsonline.rdc.noaa.gov> then press **ENTER**
 - Grants Online Login page appears



Logging in to Grants Online

1. If you haven't already, contact the Grants Online Help Desk to obtain your Username and Password.
 - Phone: 301-444-2112 or toll free at 1-877-662-2468
 - Email: grantsonline.helpdesk@noaa.gov
2. Enter your assigned **Username**.
3. Enter your assigned **Password**.
4. Click **Enter**.



NOAA Grants Online

ABOUT GRANTS ONLINE | OPPORTUNITIES | PROGRAMS | SEARCH | SITE MAP | HELP

Welcome to Grants Online

General Public:
Use our Public Search feature to see information pertaining to awarded NOAA grants.

Grant Applicants:
To Find and Apply for a NOAA grant, go to the grants.gov website.

Current Grant Recipient:

- View information about your current NOAA grants
- Submit post-award action requests, progress reports, and financial reports
- Correspond with your NOAA Program Officer and Grant Specialist

Reviewers:

- Access current applications assigned to you
- Submit your review comments and scores

NOAA Staff:

- Generate funding notices
- Review grant applications
- Select applications for award
- Process selected applications
- Award and manage grants
- Correspond with Grant Recipients

NOAA Grants Online is the premier Federal solution for full life-cycle grants management processing.

Username:

Password:

Password Lookup Enter

NOAA
Publication of the National Oceanic & Atmospheric Administration (NOAA), U.S. Department of Commerce.
Last Updated: 2005/03/09 17:33 v1.6
<http://www.noaa.gov>

Accessibility Privacy Policy



Warning!

If you enter an incorrect username or password, you will receive an error message in red on the screen. After three unsuccessful attempts to log in, the system will lock you out. In such cases, you are required to contact your System Administrator, Authorized Representative, or the Grants Online Help Desk to unlock your account

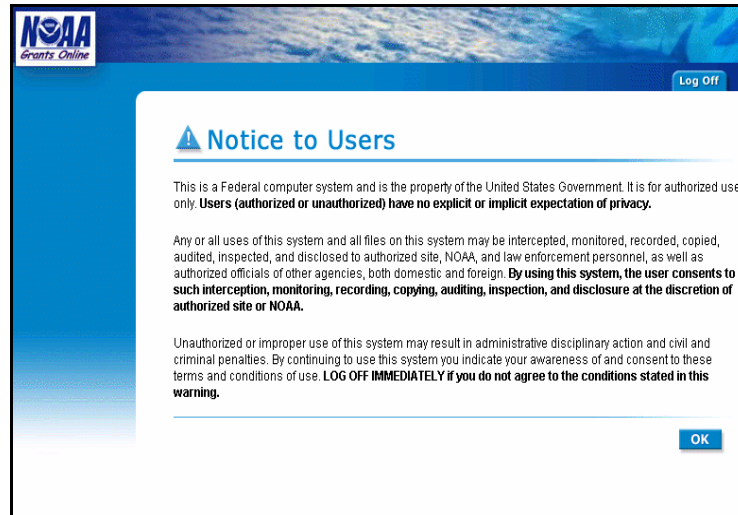
If nothing happens when you click enter, it means the server is down and will need to be restarted.



Note: If you click on the **Grants Online Training** link you can view and download training material including training manuals, quick reference guides, and online webinars.

Logging in to Grants Online

5. The *Notice to Users* screen appears.
6. Review disclaimer information and click **OK**.



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Performance Progress Reports

Overview In this module, you will learn how to search, complete, and submit Performance Progress Reports in Grants Online.

Module Objectives The Performance Progress Reports module will review the following objectives:

- Processing Performance Progress Reports.
- Forwarding Performance Progress Reports to the agency as an Authorized Representative.

Performance Progress Reports – Overview

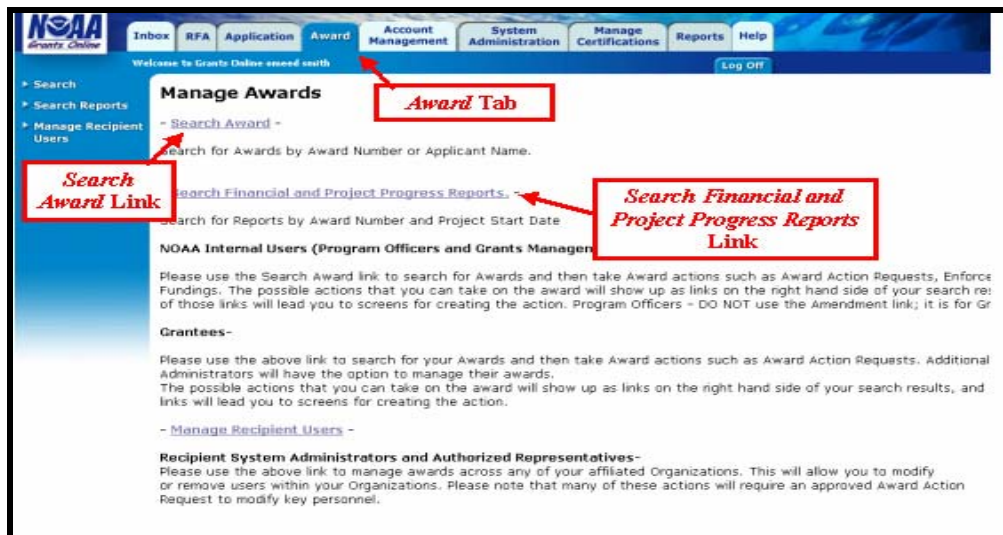
There are two versions of the Performance Progress Report: Simple and Expanded.

The **Simple Performance Progress Report** is an electronic means to enter some basic reporting information and attach the Performance Progress Report that grantees are currently submitting by paper or email. The advantage to submitting this report via Grants Online is that the report will initiate workflow actions for submission by the Recipient Authorized Representative and acceptance by the Federal Program Officer, with optional routing to other internal NOAA personnel for review. Additionally, the Grants Online data repository is becoming the Official Award File for all Award documents. By submitting the report via Grants Online, the recipient is credited the report submission without waiting or depending on others to enter the information.

The **Expanded Performance Progress Report** is based on a prototype Performance Progress Report currently under development by a Federal Review Board. It should not be used unless an agreement is in place with the Program Officer to use this report. At this time, nearly all grantees will use the Simple version of the Performance Progress Report.

Searching and Viewing Performance Progress Report

1. Select the **Award** tab and click the **Search Award** link to search for the AWARD NUMBER of the report you wish to complete.



2. After selecting the **Search Award** link click **Submit**. This will return all Awards for which you are designated as a Principal Investigator. If you are an Authorized Representative or Business/Financial Representative, all Awards for your organization will be displayed. Alternatively, you may narrow the search by entering the **Award Number** before clicking **Submit**.

NOAA Grants Online

Welcome to Grants Online smeed smith

Log Off

Search for Award

Applicant Name:

Award Number:

Submit **Reset**

Please use the above fields to narrow down your search.
Award Number Searches are not case-sensitive, and award numbers can be partially filled in to get

Search Results
Nothing found to display.

3. The following screen displays the search results. To select the Award, click on the actual Award number link in the **Award Number** column.

NOAA Grants Online

Welcome to Grants Online smeed smith

Log Off

Search for Award

Applicant Name:

Award Number:

Submit **Reset**

Please use the above fields to narrow down your search.
Award Number Searches are not case-sensitive, and award numbers can be partially filled in to get all matching r

Search Results
One item found.1

Award Number	Org ID	Applicant Name	Project Title	Award Status	Award Action Request	Manage Award
NA06NMF4330020	1002370	University of Chicago	test fahma 3/17 2	Accepted	Create Award Action Request	View/Manage Award-related Personnel

4. Once you have selected an Award, the following *Grants File* page is displayed. Please note the Grants file lists all of the Award files for the Award in the Sub Documents section. Award file 0 is the original Award and the subsequent Award files such as Award file 1 and Award file 2 represent either Amendments and/or Award Action Requests.

Grants File - NA06NMF4330020

ID: 2037090
 Creator: System Account
 Status: Grants File - Approved
 Last Edited User: System Account
 Create Date: 03/17/2006
 Status Date: 03/17/2006

This document currently has no tasks assigned to you.

Grant Information

CFDA Number:	11.423	Award Period:	04/01/2006 - 04/01/2007	Program Officer:	Richard S2 Program Off
Program Officer:	Fahima Zahr	Program Officer Phone:	122-123-1245	Program Officer Email:	fzahr@noaa
Total Federal Funding:	\$100,000.00	Total Non Federal Funding:	\$0.00	Multi-Year:	No
Organization Name:	University of Chicago	Electronic Recipient:	no		
Progress Report Frequency:	Semi-Annually	Financial Report Frequency:	n/a		
Project Title:	test fahima 3/17 2				

Sub Documents

7 items found, displaying all items.

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date
Award Package	2037112	test	System Account	03/17/2006	System Account	RecipientAuthorizedRepresentativeActions Complete AcceptAward	03/20/2006
Award File 0	2037090		System Account	03/17/2006	System Account	GrantsOfficerActions Complete ApproveAwardFile	03/17/2006
Award File 1	2037212		System Account	03/20/2006	System Account	In Progress	03/20/2006
Award File 2	2037222		System Account	03/20/2006	System Account	In Progress	03/20/2006
Award File 3	2037232		System Account	03/20/2006	System Account	In Progress	03/20/2006
Award File 4	2037242		System Account	03/20/2006	System Account	In Progress	03/20/2006
Award File 5	2037252		System Account	03/20/2006	System Account	In Progress	03/20/2006




Associated Documents

3 items found, displaying all items.

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date	Program Officer
Award Action Request	2037211	Sub award transfer or contracting out of any work...	omeed smth	03/20/2006	omeed smth	Completed	03/20/2006	
Award Action Request	2037221	No Cost Extension - without invocation of Expanded...	omeed smth	03/20/2006	omeed smth	CAMSFirstApproverActions Not Started	03/20/2006	
Award Action Request	2037231	Reprogram or Rebudget	omeed smth	03/20/2006	omeed smth	GrantsOfficerActions Complete ApproveRequest	03/20/2006	

5. Scroll down to the bottom of the *Grants File* screen to view the *Associated Documents* section and view the Performance Progress Reports. It is possible that the report you wish to create was pre-generated in anticipation of you finishing and submitting the report. If the status states “**In Progress**,” then the report is ready for you to complete and submit. Click on the ID link for the report.


Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date	Program Officer
Performance Progress Report	2036619	07/01/2005 - 11/11/2005	Dennis A. Seem	03/01/2006	Dennis A. Seem	IN Progress	03/01/2006	Undefined
Performance Progress Report	2020051	11/11/2004 - 11/11/2005	David Archer	11/22/2005	Dennis A. Seem	Accepted	01/31/2006	Ingrid Guch



Note: If a Performance Progress record is not available for completion and submission, contact the Grants Online Help Desk to have the necessary report record added to the system.

6. The Performance Progress Report Screen is displayed. Select the link entitled, **Go to Performance Progress Report Details Page**. If a Performance Progress record is not available for completion and submission, contact the Grants Online Help Desk and request to have the necessary report record added to Grants Online.



Performance Progress Report - NA06NMF4330004

Id: 2022927
Creator: omeed smith
Status: Performance Progress Report IN Progress
Last Edited User: omeed smith
Create Date: 12/11/2005
Status Date: 12/11/2005

[Go to Performance Progress Report Details Page >>](#)

This document currently has no tasks assigned to you.

Go to Performance Progress Report Details Page Link

Grant Information

CFDA Number:	11.433	Award Period:	01/01/2006 - 01/01/2007	Program Officer:	
Program Officer:	Fahima Zahir	Program Officer Phone:	123567876543	Program Officer Email:	
Total Federal Funding:	\$99,000.00	Total Non Federal Funding:	\$0.00		
Organization Name:	University of Chicago	Electronic Recipient:	No		
Progress Report Frequency:	Semi-Annually	Financial Report Frequency:	N/A		
Project Title:	test				

5. The *Performance Progress Report – Simple Version* screen is displayed. Select the comment icon to add comments or view comments entered by other users. The comments are viewable by all users including internal NOAA users.
6. The large text box that is visible as part of the simple report screen may be used to provide an overview or introduction to your report, including an explanation of the attached files. Alternatively, if you have a simple or short report, it may be entirely entered in this text box.

NOAA Grants Online

Welcome to Grants Online omeed.smith Log Off

Search Search Reports Manage Recipient Users

Grant Information

CFDA Number:	11.433	Award Period:	01/01/2006 - 01/01/2007	Program Office:	Fisheries S
Program Officer:	Fahima Zahir	Program Officer Phone:	123567876543	Program Officer Email:	non@non.c
Total Federal Funding:	\$99,000.00	Total Non Federal Funding:	\$0.00		
Organization Name:	University of Chicago	Electronic Recipient:	No		
Progress Report Frequency:	Semi-Annually	Financial Report Frequency:	N/A		
Project Title:	test				

Performance Progress Report - NA06NMF4330004 -- Simple Version

Please click on this icon to add your comments or view comments by other users on this report:

Comment Icon

Spell Check

7. Review the detailed Performance Progress Report information, including designation of Final Report, Reporting Period, and Due Date. If you need to change this information, please contact the Grants Online Help Desk.
8. Attach files by selecting the **Attach Files** link.
9. Once all the information has been entered, click the **Save** button, followed by the **Complete Report** button.

Final Report

☐ Yes ☒ No

Reporting Period *

(mm/dd/yyyy) - (mm/dd/yyyy)

Due Date

(mm/dd/yyyy)

Recipient Primary Investigators:

4 items found, displaying all items. 1

Name	Telephone
David Archer	312-702-1234; 0823
Douglas Crawford	
John Frederick	
Robin Hogarth	312/702-7271

Recipient Authorized Representatives:

5 items found, displaying all items. 1

Name	Telephone
David Archer	312-702-1234; 0823
John Frederick	
little john	ine@ine.com
Jane Sadaf	123-456-7890
omeed.smith	123-234-5678

Attach Files

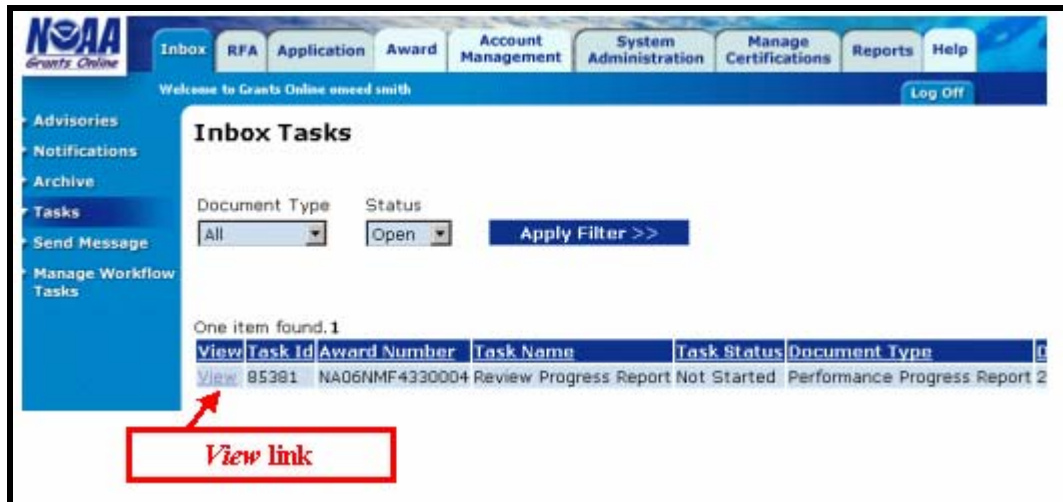
Click here to use the Expanded version of this report

Save Complete Report Cancel

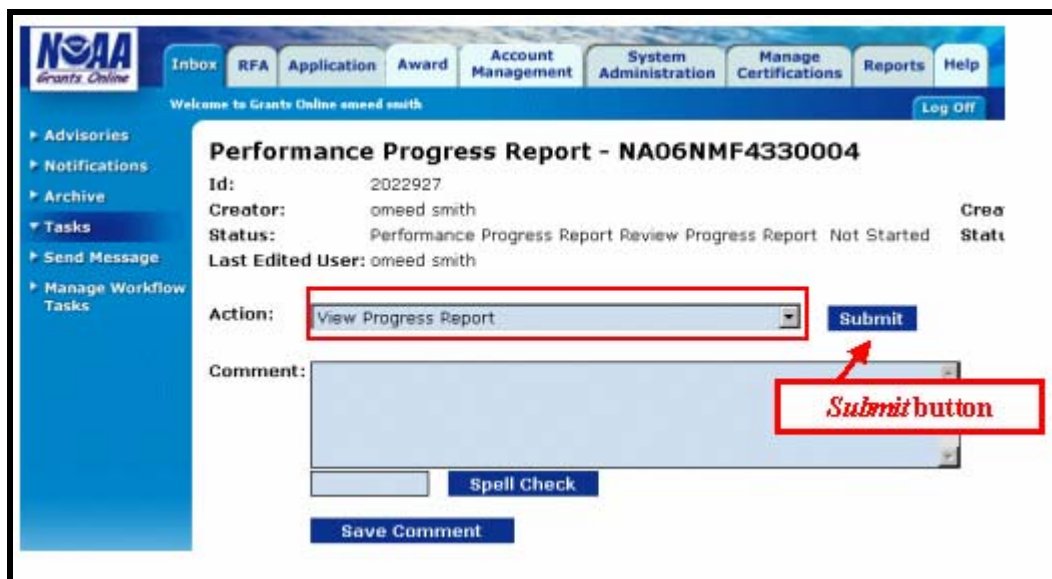
Attach Files link and Expanded Version link

Save button and Complete Report button

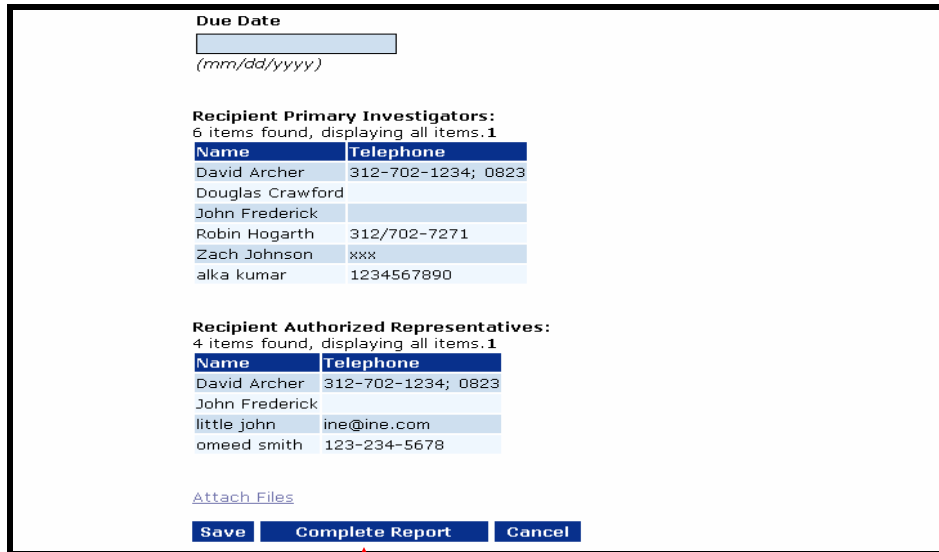
10. Once you have completed the report and selected the **Complete Report** button from the *Performance Progress Report* screen, you will receive a task to Review the Performance Progress Report. Navigate to the **Inbox** tab, select **Tasks** from the menu on the left, and select the **View** link for the Performance Progress Report task.



11. The Performance Progress Report task launch page is displayed. From the action drop down menu select **View Progress Report** and select the **Submit** button.



12. After reviewing and editing the Performance Progress Report, select the **Complete Report** button.



Due Date

 (mm/dd/yyyy)

Recipient Primary Investigators:
 6 items found, displaying all items.1

Name	Telephone
David Archer	312-702-1234; 0823
Douglas Crawford	
John Frederick	
Robin Hogarth	312/702-7271
Zach Johnson	xxx
alka kumar	1234567890

Recipient Authorized Representatives:
 4 items found, displaying all items.1

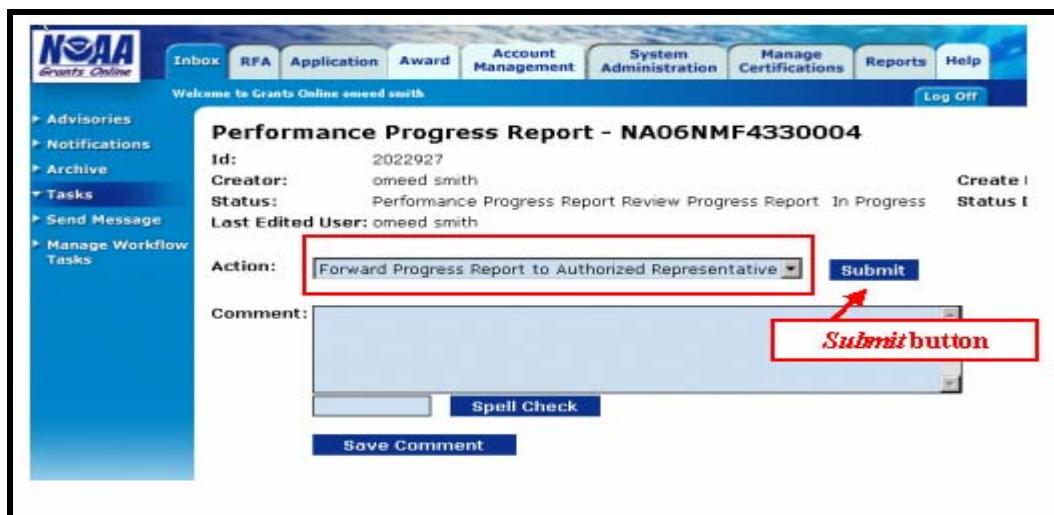
Name	Telephone
David Archer	312-702-1234; 0823
John Frederick	
little john	ine@ine.com
omeed smith	123-234-5678

[Attach Files](#)

Save **Complete Report** **Cancel**

Complete Report Button

13. Upon clicking the **Complete Report** button, the task launch page is displayed. From the action drop down menu, select **Forward Progress Report to Authorized Representative** and click on the **Submit** button. A task will be sent to the Recipient Authorized Representative to Review the Performance Progress Report. The Recipient Authorized Representative will have the option to view the Progress Report, return the Progress Report to the creator for revisions, or forward the Progress Report to NOAA.



NOAA Grants Online
 Welcome to Grants Online omeed smith [Log Off](#)

Performance Progress Report - NA06NMF4330004

Id: 2022927
Creator: omeed smith
Status: Performance Progress Report Review Progress Report In Progress
Last Edited User: omeed smith

Action: Forward Progress Report to Authorized Representative **Submit**

Comment:

Submit button

Spell Check **Save Comment**

Forwarding the Performance Progress Report to the Agency as an Authorized Representative

Once a Performance Progress Report is complete, the Authorized Representative will receive a task in their inbox to review the report and forward it to the agency. This task is sent to all of the Authorized Representatives within your organization. For example, if there are three Authorized Representatives within your organization, each of them will receive the task to review the Performance Progress Report. Once one of the Authorized Representatives selects the **View** link for the task, they will own the task and the task will be removed from the inbox of the other two Authorized Representatives.

1. Select the **Inbox** tab followed by the **Tasks** link. Select the **View** link next to the Review Progress Report task.

The screenshot displays the NOAA Grants Online interface. The top navigation bar includes tabs for 'Inbox', 'RFA', 'Application', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. The 'Inbox' tab is selected. The left sidebar contains links for 'Advisories', 'Notifications', 'Archive', 'Tasks', 'Send Message', and 'Manage Workflow Tasks'. The 'Tasks' link is highlighted. The main content area is titled 'Inbox Tasks' and shows a table of tasks. The first task, 'Review Progress Report', is highlighted with a red box. The 'View' link next to this task is also highlighted with a red box.

View	Task	Award Number	Task Name	Task Status	Document Type	Document
View	91618	NA06NMF4330004	Review Progress Report	In Progress	Performance Progress Report	2023122

2. The following screen is the task launch page. From this screen you may select one of the following options:
 - **Forward Progress Report to Agency** – Select this action to forward the Progress Report to NOAA for review and Approval.
 - **Return Progress Report for Revisions** – Select this action to return the Progress Report to the creator for revisions. For example, if a Principal Investigator submitted this report, a task to review the Progress Report is sent to the Principal Investigator.
 - **View Progress Report** – Select this action to allow the Authorized Representative to view the report before forwarding the report to the agency.

For the purposes of this manual we will select **View Progress Report** followed by the **Submit** button.

3. The *Performance Progress Report – Simple Version* screen is displayed. Select the comment icon to add comments or view comments entered by other users. The comments are viewable by all users including internal NOAA users.
4. The large text box that is visible as part of the Simple Report screen may be used to provide an overview or introduction to your report, including an explanation of the attached files. Alternatively, if you have a simple or short report, it may be entirely entered in this text box.

5. Review the detailed Performance Progress Report information, including designation of Final Report, Reporting Period, and Due Date. If you need to change this information, please contact the Grants Online Help Desk.
6. View and edit the attached files by selecting the **Attach Files** link.
7. Once all the information has been reviewed, click the **Save** button, followed by the **Complete Report** button.

The screenshot shows a 'Final Report' form. At the top, there is a section for 'Final Report' with radio buttons for 'Yes' and 'No'. Below this is a 'Reporting Period' field with a date picker and a 'Due Date' field with a date picker. Further down, there are two tables: 'Recipient Primary Investigators' and 'Recipient Authorized Representatives'. The 'Attach Files' link is highlighted with a red box and an arrow pointing to it. A red box with the text 'Attach Files link and Expanded Version link' points to the 'Attach Files' link and the 'Click here to use the Expanded version of this report' link. Another red box with the text 'Save button and Complete Report button' points to the 'Save' and 'Complete Report' buttons.

8. The following screen is the task launch page. We are now going to select the **Forward Progress Report to Agency** action followed by the **Submit** button. This action will forward the Progress Report to NOAA for review and Approval. You may also enter a comment for NOAA in the COMMENT field. Be sure to enter and save your comment before selecting an action and submitting.

The screenshot shows the NOAA Grants Online task launch page. The page has a navigation bar with tabs for 'Inbox', 'RFA', 'Application', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. The main content area is titled 'Performance Progress Report - NA06NMF4330004'. It displays the report's ID, creator, status, and last edited user. Below this, there is a form with an 'Action' dropdown menu and a 'Comment' text area. The 'Action' dropdown menu is open, showing options: 'Please select an action', 'Forward Progress Report to Agency', 'Return Progress Report for Revisions', and 'View Progress Report'. The 'Submit' button is highlighted with a red box. The 'Save Comment' button is also highlighted with a red box.